



Ocracoke Civic & Business Assn., Inc.

**Draft Minutes: Wednesday, November 15, 2017. 8:30 a.m.
Gaffers Sports Pub**

Called to order 8:35 a.m.

Board members attending: Wayne Clark, Justin LeBlanc, Melinda Sutton, Martha Garrish, John Giagu, Sharon Brodisch, Ashley Harrel, Chip Stevens (arr. 9:10 a.m.) Connie Leinbach, Helena Stevens as travel & tourism director, and Kathryn Waldrop as administrative assistant.

Absent: Rudy Austin

Discussion of the Ocracoke Preservation society Christmas tree. Justin to talk to Ken DeBarth (president of OPS) about the Christmas tree and make it the "Community Tree." Following that conversation there will be a decision on the Christmas Tree. There is a budget of \$1,000 for this years Christmas decorations to include garland. There is a space for storage of the Christmas decorations behind the EMS that can hold the decorations for future use. Kathryn to research realistic looking garland prices for about 70 - 80 ft.

Discussion of 4th of July event coordination. Kathryn and Event committee including Ashley and Connie, with the assistance of Helena to begin with the coordination. Meeting TBD the in the first week of December. Darlene Styron has begun getting the fireworks secured for next year.

Minutes: The minutes of the September September 11 meeting were reviewed and approved.

Motion to approve by Martha and seconded by Ashley.

Discussion on possibly moving book keeping to an administrative function in the future. Transition to Kathryn or Helena in the case a volunteer can no longer do the book keeping. The board does not think we need a book keeper at this time. However, we need to monitor the process and see if there needs to be a change in how the book keeping works.

The invoice received from Carol Pahl regarding duck control has been paid.

Road Race committee asked for \$4,000 in sponsorship for additional advertising. Helena spoke with Angie and she wishes to use most of the money to increase the quality of their road race "swag" that is given to the participants. This sponsorship allows for an opportunity to promote and advertise visitocracokenc.com. Possibility of a new event around the time of the road race. Helena to further discuss with Angie about what she is looking for.

TDA and OCBA upcoming meeting: Discussion about the OCBA mission statement. Rudy Martha and Wayne met with Tom Pahl and the TDA (Amy Howard, Martha Garrish, Wayne Clark, Daphne Bennick, Greg Honeycutt). The request from the TDA is if the OCBA wants to

continue as is and request that a budget is presented from Jan 1 to July 1 of 2018 relative to funding needs. There is a meeting scheduled on December 11, with the TDA and the OCBA boards. The group discussed whether the OCBA's budget presentation should be line item by line item or in a lump sum. A discussion on if a representative from Element advertising needs to be there to elaborate on what the future advertising plan is and to see where the moneys are being spent. As well as possibly getting Chris Cavanaugh there to offer his structural and strategic advice on this transition. Martha and Wayne agreed to speak with the TDA and see if they would allow Chris Cavanaugh and Element Advertising to be at the meeting.

A **motion** approved to Extend T and TD contract to January 6, 2018.

President's Request: Rudy wants to move the ATM machine in the OWAA to the little visitor's center. To be tabled until the next meeting once more logistics are found.

Treasurers Report: A check to WHAAB village llc. from the Pirate Jamboree of 13,817.66 to be approved, **motion** made by Justin and seconded by Ashley to pay the bill. Discussion of logistical issues from the Pirate Jamboree with the infrastructure (EMS not having enough staff and not enough police officers on staff).

TDA Report: Helena and Kathryn have been recruiting members to sign up for the walking map and input their business information for visitocraockenc.com. Deadline may need to be extended since there is not a significant amount of businesses signed up. A meeting on Friday, September 15th for a training session on how to use the new software.

Contributor Input meeting:

Darlene Stryon voiced her concerns about the 4th of July events. Teresa, Darlene, and Sundae have been working on the fireworks for 2018. Darlene will continue to help with the fireworks. A lot of the work will fall on Kathryn for these events and the Events committee. The OCBA needs to get the insurance for the county. The county has to submit an application since they are the policy holder. Justin Gibbs does the permit for the park service and the pyro technicalities. Discussion on how to enhance the parade, increase participation in parade.

Meeting adjourned at 10:30 a.m.